

Weekly Report for Week Ending 12 March 1958
from

RECORDS DISPOSITION BRANCH 25X1A9a

1. Contributions

- a. Installation of Subject-Numeric Files in Office of the Chief,
Records and Services Division, OP [REDACTED] Completed

Set up files for 1957 and 1958 and trained 1 employee in new system.
Recommended retirement of 2 cu. ft. and destruction of cu. ft. (during
installation 1 cu. ft. destroyed).

2. Assignments

25X1A9a

- a. Assistance to ARO/OP in OP Internal Notice on Records Maintenance
[REDACTED]

25X1A9a

Reviewed with Mr. [REDACTED] the areas to be covered by his proposed
reissuances of OP internal memoranda on Forms Management, VM
Program, and Records Disposition. Agreed upon subjects to be
covered in field of Records Maintenance in initial issuance;
collected reference material; and began outline.

- b. Map Library Division, ORR([REDACTED] 25X1A9a

No change from previous report.

25X1A9a

25X1A9a

- c. CIA Library, OCR [REDACTED]

A meeting was held with representatives of the OCR Library at which
specific statistics were developed in relation to future expansion
needs of the book collection. Mr. [REDACTED] Assistant Librarian,
emphasized the reluctance on the part of OCR officials to reduce the
size of the reading area, which space, is a consideration for future
expansion. Possibilities of acquiring space adjacent to that under
study is also unlikely. The Office of Logistics will be asked for
an estimate on the cost of rearranging existing shelving to provide
the needed space.

25X1A9a

- d. Review of File System in Building Planning Staff [REDACTED]

The review of the files in Office of Logistics/Building Planning
Staff has been temporarily delayed to permit the area records
officer for Logistics time to write a records control schedule
for these records. 25X1A9a

25X1A6a

e. [REDACTED]

f. Project 8-55 25X1A9a

25X1A8a

Development of recommendation for Open File Shelving and specifications is continuing. 25X1A9a

g. Project 8-56 ORR Geographic Area ()

Installation of subject-numeric file system completed in Cartography Division. Began installation of system in Geography Division on March 11 by starting off with a training class in subject-numeric filing held for secretarial and clerical personnel of the Division. Mr. () Office of Training, who is an instructor in Intelligence Research and is interested in analysts' file systems, visited the training session. 25X1A9a

h. Improved Filing System for Biographic Profiles (Form 1200) for Selection Staff, OP () 25X1A9a

On 6 March discussed proposal for loose filing in folders with Chief, Selection Staff, who requested further consideration of other alternatives before decision. Reviewed catalogues and visited office equipment dealer to broaden survey of possible solutions and comparative costs. 25X1A9a

i. Project 8-57 DD/S () 25X1A9a

The portion of the schedule covering the records in the Office of the DDS has been submitted to Miss () for review and approval. The remainder of the schedule covering the records of the former Regulations Control Staff is being prepared.

j. Project 6-95 Office of Personnel () 25X1A9a

No change from previous report. 25X1A9a

k. Comptroller, Machine Records Division ()

No change from previous report.

3. Vital Materials

a. Microfilming of vital materials in ORR/Services Division/Communications Branch, was completed this week. 25X1A9a

b. Mr. () ORR/Map Procurement accompanied last weeks trip to the Repository to work on the map collection. 25X1A9a

c. Mrs. (), () also accompanied this trip to make a deposit and withdrawal. 25X1A8a

d. () 25X8A

4. News

25X1A9a

a. Messrs. [REDACTED] inspected the new sorting devices that we recommended for use in the OCR Cable Center. Mrs. [REDACTED] and [REDACTED] of the Cable Center, are very pleased with the resulting savings in time and space as apposed to the former system.

25X1A9a

b. Mr. [REDACTED] received two hours of training on the flexowriter machine under direction of Business Machines Staff. He was also conducted on a tour of Machine Records Division in [REDACTED] during which the layout and operations of the Division were observed.

25X1A9a

25X1A6a

25X1A9a

